



**LaRC FY 2006 Closeout/FY 2007 Startup
Emergency Purchase Requisition Form
August 30, 2006**



Purchase Request Date: _____
(Entered by Requisitioner)

PR Tracking Number: _____
(Assigned by Office of Procurement)

SAP PR Number: _____
(Entered by Requisitioner)

Date: _____
(Date PR entered into SAP)

Contact Information

Requisitioner Name	
Requisitioner Telephone Number	
Organization Code	

PR Document Type

Check one of the following purchase request document types:

- ☐ **NASA PR** (Special approval **not** required)
- ☐ **NASA Hazardous PR** (Special approval required)
- ☐ **NASA Quality Sensitive PR** (Special approval required)
- ☐ **NASA Construction/AE PR** (Special approval required)
- ☐ **NASA Information Technology (IT) PR** (Special approval required)

Approvals

Approvers:	Typed/Printed Name	Signature:	Date:
OUM	See PR Justification		
Procurement Officer	See PR Justification		
Special Approval (Ref. PR Document Type)			
OLM (for supply items)			
Resources Management			
FM Concurrence (initials)			
FM DCFO			



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Procurement Line Items

SAP functionality requires that the items being purchased be represented by procurement line items (PLIs). The number of PLIs for a given purchase requisition is determined by the account assignment category (i.e., fund type) and corresponding material group (i.e., object class).

The account assignment categories are as follows:

- ◆ **P - Project Work Breakdown Structure (WBS)**
- ◆ **U - Unknown** *(For "Planning PRs" and to depict optional periods or quantities)*

A given procurement line item can only be represented by one account assignment and one material group. For example, when citing Project WBS (P) as the account assignment category and two distinct material groups are involved, the Requisitioner must establish two separate procurement line items. For each combination of account assignment category and material group, the Requisitioner must complete a separate data sheet. There are data sheets attached hereto for the account assignment categories listed above. **When citing reimbursable funding, an account assignment category of "P" must be cited.** The data sheets allow for up to four funds sources (accounting line items). If more than four fund sources are being cited, the Requisitioner should include additional data sheets.



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Data Sheet

Account Assignment Category: *Project WBS (P)*

Item Overview

Procurement Line Item (PLI) Number: _____ (separate form required for each PLI)

Item Category:

☐ Supply ☐ Service

Material Group: _____

Short Text: _____
(Include a short description of the items or services being procured)

Quantity: _____ (For supplies only)

Delivery Date: _____

SAP Requisitioner Code: _____

Plant: LaRC

Storage Location: LaRC

Purchase Organization: _____ ("LaRC" for center-level award, "NASA" for agency-level award)

Purchasing Group: LRC OP PR Receiver

Item Details

For each funding source (i.e., accounting line item), complete the following table:

Category	ALI 1	ALI 2	ALI 3	ALI 4
Percentage/Quantity				
Cost Center (23+Requisitioner's Org Code)				
Internal Order				
WBS Element				
Fund (example: ESAX22006D)				
PR Commitment Amount (each)				
Estimated Price (each)				



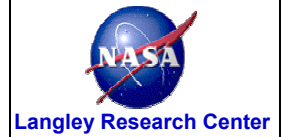
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Langley Research Center



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Data Sheet

Account Assignment Category: *Unknown (U)*

(For "Planning Purchase Request" and to depict optional periods and quantities)

Item Overview

Procurement Line Item (PLI) Number: _____ *(separate form required for each PLI)*

Item Category:

☐ **Supply** ☐ **Service**

Material Group: _____

Short Text: _____ *(Include a short description of the items or services being procured)*

Quantity: _____ *(For supplies only)*

Delivery Date: _____

SAP Requisitioner Code: _____

Plant: LaRC

Storage Location: LaRC

Purchase Organization: _____ *("LaRC" for center-level award or "NASA" for agency-level award)*

Purchasing Group: LRC OP PR Receiver

Estimated Price (each): _____